Attachment a: Proposal Checklist

Please make sure that you submit a complete application package. Proposals with incomplete or missing information will not be considered. To ensure you have included all the required elements, please include a completed copy of the checklist below with your application package.

Name of Organization (applicant): _____

(1) Hard Copies

One hard copy of the proposal must be submitted. The hard copy must include the following, in the order listed:

- ☐ Proposal Checklist (Attachment a)
- ☐ Grant application, responding to all application questions & complying with the formatting guidelines
- ☐ Course overview and timeline for program activities
- ☐ Letters of support for partnerships (see Attachment b for a sample letter of support)
- ☐ Organizational chart
- ☐ Staffing plan, including position descriptions
- ☐ Past Performance Form(s) (Attachment c)
- ☐ Performance Outcomes Table (Attachment d)
- ☐ Budget Form (Attachment e)
- ☐ Budget narrative
- ☐ Independent annual audit report and Form 990
- ☐ Grantee Certification Form (Attachment f)
- ☐ Equal Employment Opportunity (EEO) compliance statement (Attachment g)
- ☐ IRS Form W-9 (Attachment h)
- ☐ Documentation proving status as a legal entity and IRS tax status
- ☐ Clean Hands Self Certification (DCRA) (Attachment i)
- ☐ Certificate of Good Standing Request for the Office of Tax & Revenue (OTR) (Attachment j)
- ☐ Arrest and Convictions Statement (Attachment k)

(2) Electronic Copy

In addition, one electronic copy (flash drive or CD) must be submitted. The electronic submission must include:

- ☐ A complete PDF document or portfolio with all documents listed above.
- ☐ In Word – the proposal checklist, grant application, organizational chart, staff position descriptions, and budget narrative.
- ☐ In Excel – the budget form.